How Do I Green *My* Office?

Paper Consumption
1. Edit on a computer screen when possible. Avoid printing documents. Ask the following questions:
   - Do I need all of the pages?
   - Can I condense the information into 1 sheet of paper?
   - Can I reduce the margins?
   - Can I print double-sided? Or 2 pages to 1 sheet?
   - Can I use the back as scratch paper to take notes?

2. Scan documents when possible. Convert paper documents to PDF files so that everyone can see the document without using paper. You can save documents to disk as well.
3. Fax cover sheets are passé and often unnecessary, only use them when they are necessary.

Energy Conservation

4. Buy EnergyStar approved computers, monitors, peripherals, TVs and appliances.
5. Turn off computers and printers after work. Ideally, all devices should be attached to the same power switch, but turning off electronics at night saves an immense amount of energy.
6. Put computer to sleep. Screensavers waste energy, but a computer on sleep does not. Use the sleep command even if gone for 10 minutes.
7. Move furniture away from heaters to ensure efficient performance.
8. Turn off lights. If working in an office with windows use natural light for the office and make sure to turn off lights when you leave, even if just for 10 minutes.
9. Consider using only every other bulb in chandeliers (unscrew the other bulbs).

> **QUICK TIPS – Computers**
>
> - Set computer properties to **automatically hibernate** when not in use for more than 1 hour.
>
> - **Shut off** when leaving for the night.

10. Use energy saving lightbulbs. Compact fluorescent lightbulbs (CFLs) save energy and money in the long run.
11. Use LCD televisions. LCD televisions use less energy than other types.
12. Don't mess with the thermostat. Try to keep the office at a manageable temperature. Bring a sweater or open a window if it gets uncomfortable.
13. Use the stairs. The elevator wastes electricity so using the stairs cuts down on energy and gives you a little exercise.

Recycling
14. Make sure to recycle as much as possible. Don't just throw away plastic and paper in the trash. Use recycling bins.
15. Use recycled materials. Recycled paper, toner and ink cartridges are essential for greening an office. Use 100 percent recycled paper for business cards.

16. Water and coffee cups are not one time cups. Try not to use a new cup every time you go to the water cooler or get a cup of coffee. Use the same cup each time.

17. Reuse envelopes. Put a label over the existing address or use the same interoffice mailing envelopes many times.

18. Outfit your kitchenette with reusable or compostable plates, utensils and serving items.

19. Bring your own lunch. Bringing your lunch in a reusable container cuts down on the waste of the wrappers that takeout food comes in.

Cutting Carbon Emissions

20. Carpool or bike to work. Cut down on carbon emissions on your way to the office by carpooling, biking or by taking the bus or other public transportation system.

21. Use teleconferencing or videoconferencing instead of meeting face to face and expelling carbon emissions on your way to the office.

> **DID YOU KNOW?**
>
> House Office buildings have bike racks and shower facilities for your commuting convenience.

Maintaining an Office

22. Make sure to use low or no VOC (Volatile Organic Compound) paint and carpets for your office.

> **DID YOU KNOW?**
>
> Plants have been proven to improve the psychological well-being of office workers.
> http://www.buildinggreentv.com/keywords/green/1071

23. Use large scale water systems (i.e. water coolers, water fountains) instead of individual bottles. Also, do not let the water run when doing dishes, brushing teeth, etc.

24. Plants are a must. Plants absorb many chemicals that humans do not react well to, as well as provide humidity and insulation. Plus, they look nice in an office.

MOST IMPORTANTLY…

25. Share your knowledge. Make sure all of your friends and colleagues know how to green their space.